

Randolph County Job Vacancies

***** EOE/E-Verify *****

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

All applications must be received in the Human Resources Office by 5pm on the closing date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Planning and Zoning	Property Development Technician	Performs intermediate technical work receiving and processing permit applications, preparing and maintaining associated records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning and Zoning Director. This position will be expected to assist with the scanning of documents. Performs related duties as required.	High school diploma or GED with coursework in business, finance, accounting, or related field and three to five years experience working in customer service, or equivalent combination of education and experience. Associates/Technical degree preferred.	North Carolina permitting personnel organization preferred.	Based on experience	5/11/18 Thru 5/18/18
Social Services	Social Worker I/A/T <i>(Multiple positions available)</i>	In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. CPS social workers are responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. CPS social workers must be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures and conduct social work activities under detailed guidelines and strict timeframes. Performs related duties as required.	MSW-Child Welfare Collaborative; or MSW plus one year directly related experience; or BSW-Child Welfare Collaborative plus one year directly related experience; or BSW plus two years directly related experience; or an equivalent combination of education and experience. Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Requires after hours work and on-call duties assigned. An Oral and written test will be administered. Bilingual preferred. If applicant lists Spanish as a second language a verbal Spanish test will be administered. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	Open until filled
Emergency Services	EMT-B / EMT-I / EMT-P <i>(Part time and full time positions available. Please specify preference on application.)</i>	Responsible for rendering emergency medical care and life saving measures; operation of emergency vehicles and equipment; and reports. Employee serves as a member of a two-member ambulance crew responding to emergency and non-emergency calls, applying necessary first-aid and emergency medical care, and transporting persons to medical facility. Performs related duties as required.	Graduation from high school including completion of an accredited EMS program; or an equivalent combination of education and experience. Current certification through N.C. Office of Emergency Medical Services as an EMT. Must possess and maintain valid N.C. Driver's License without restriction, with the exception of corrective lenses. Must possess and maintain a good driving record. Must be physically able to lift approximately 250 lbs. of share weight. Ability to operate loaded ambulance stretcher.	Full-Time work schedule is 24 hours on / 48 hours off. Part-Time have flexible working hours. Must be able to work on short notice, weekends, holidays, or inclement weather. Must possess and maintain a clean criminal record without a felony or serious misdemeanor conviction. Requires tact, courtesy, and firmness in dealing with sick or injured persons and the general public.	Based on experience	4/27/18 Thru 5/25/18

Public Health	Animal Shelter Attendant	Primary purpose will be to assist in caring for the shelter animals. Duties include cleaning animal kennels, and assuring that each animal is fed appropriately throughout the day, spot clean as needed throughout the day, assist with vaccinations, medication, and make recommendations to the shelter supervisor for which animals to offer for adoption. Performs related duties as required.	Graduation from high school and one year of clerical and/or animal shelter experience; or an equivalent combination of education and experience.	Valid NC driver's license. Work hours are variable Monday – Friday, 8am to 5pm with weekend rotations.	Based on experience	5/11/18 Thru 5/18/18
Social Services	Social Worker III <i>(Multiple positions available)</i>	Provides social work services to children and their families that requires a wide range of social work skills and intervention techniques. Work includes provision of services in the areas of adult and child protective services, custody and adoption, and foster care work which involve the assessment of individual and family dynamics and needs, serving as expert witness at court hearings, crisis intervention, and counseling. Performs related duties as required.	Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience. Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.	On-call duties are a part of this position. Oral and written interviews. A verbal Spanish test will be given if applicant lists Spanish as a second language. Requires valid N.C. driver's license, good driving record and transportation for use at work. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	Open until filled
Social Services	Income Maintenance Caseworker III	The primary purpose of the position is to be responsible for intake, processing, and review functions of determining and/or re-determining applicant/client eligibility for services in the Long Term Care and Special Assistance Medicaid Program. Obtains all pertinent data concerning the client's family composition, financial, employment, and health status. Processes client's application through the verification of all information obtained during intake. Redetermines/reviews the client's case on a periodic basis. Performs related duties as required.	Two years of experience as an Income Maintenance Caseworker II; or an equivalent combination of training and experience. Adult Medicaid casework preferred.	Valid N.C. Driver's license. Prior experience as an Adult Medicaid Caseworker is preferred. A verbal Spanish test will be given if applicant lists Spanish as a second language.	Based on experience	5/4/18 Thru 5/18/18

Social Services	Social Worker II	Employees in this position receive, screen, research, and otherwise complete the intake process for Child Protective Services reports. Reports come to the agency by telephone, in person, by email or mail, and through reports received by the agency for other purposes. The worker's responsibility is to interview, either by telephone or in person, the party making the report of abuse or neglect. The worker must gather specific information that is documented thoroughly on the CPS Intake Form to be passed on to the supervisor for a screening decision. Performs related duties as required.	Bachelor's degree in social work from an appropriately accredited institution; bachelor's degree in a human services field from an appropriately accredited institution and one year of directly related experience; bachelor's degree from an appropriately accredited institution and two years directly related experience; or an equivalent combination of education and experience.	This is a 35 hour per week position. Regular working hours are Monday through Friday, 11:00am until 6:00pm. Must have valid North Carolina driver's license, good driving record, and transportation for use at work. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	5/4/18 Thru 5/18/18
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RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, www.RandolphCountyNC.gov. A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 by 5pm on the closing date listed in order to be considered. For specific inquiry or special assistance request, contact Sarah Pack at (336)318-6600. SELECTION PROCESS: Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks.